

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A NON-REFUNDABLE \$15.00 FEE IS REQUIRED**

**Exam Title: Data Entry Machine Operator**

**Exam #: 1605**

**Last Date for Filing: July 22, 2016**

*(Applications must be submitted or postmarked by the last date for filing.)*

**Date of Examination: August 20, 2016**

**Job Title: Data Entry Machine Operator**

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy, Troy Housing Authority and Troy School District.

**City of Troy, Grade 5, Salary Range \$26,266-\$40,613:**

Candidates for the City of Troy must be a resident of New York State for one (1) month immediately preceding the date of the exam and if selected for appointment, would have ninety (90) days to move into the City of Troy and thereafter maintain residency.

**Typical Work Activities:** (illustrative only)

- Enters data from source documents into computer via computer keyboard in accordance with specific program instructions.
- Locates proper source data files, and makes changes, additions, and/or corrections.
- Compares data entered with source document, and corrects errors.
- Searches and extracts data from computerized records in accordance with preset instructions.
- Operates and enters data on both desktop and mainframe computers.
- May prepare reports, forms, records and related documents when not engaged in data entry operation.
- Notifies supervisor of problems or malfunctions.
- Operates related data processing equipment.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

Graduation from high school, or possession of a high school equivalency diploma and either:

A. Successful completion of a data entry or computer keyboarding course;

**OR**

B. Six (6) months of clerical experience which shall have included computer or data entry operations.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

1. **SPELLING** - These questions test your ability to spell words that are used in written business communications.
2. **RECORD KEEPING** - These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more "sets" of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
3. **CLERICAL OPERATIONS WITH LETTERS AND NUMBERS** - These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

THE USE OF CALCULATORS IS **RECOMMENDED** FOR THIS EXAMINATION  
**CELL PHONE CALCULATORS ARE PROHIBITED**

**NOTICE TO CANDIDATES:** Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**Note:** *Candidates who receive a passing score on the written test may be given a typing performance test at a proficiency level of 35 words per minute. Any typing performance test will be administered by the Troy Civil Service Commission.*

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at: <http://www.cs.state.ny.us/testing/localtestguides.cfm>

In addition, a copy of this test guide can also be obtained at our local civil service office. Please stop in the office at City Hall, 433 River Street, Suite 5001, Troy, NY 12180 or call this office at (518) 279-7123 for more information on how to obtain a copy of this guide."

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their military discharge papers (DD-214) to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at [www.troyny.gov](http://www.troyny.gov) or from this office. Disability Record Authorization Forms are available from this office. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

**APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved.** Applications are available on line at [www.troyny.gov](http://www.troyny.gov) or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at [www.troyny.gov](http://www.troyny.gov) .

**ADMISSION TO EXAMINATION:** Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

**If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam.** When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

**THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.**

**AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.**

**To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.**

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.